

FILED: *Records 6-1*

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING - 24 September 1954

| 1. <u>TYPES OF MATERIAL</u> | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet) | | | |
| Documents | .6 | 0 | 179.7 |
| Maps | 0 | 0 | 47.5 |
| Negatives | 0 | 0 | 125.2 |
| Cards (other than IBM) | 0 | 0 | 4.2 |
| Total | .6 | 0 | 356.6 |
| B. (Measured by actual count) | | | |
| Cards (IBM) | 0 | 0 | 4,058,060 |
| Film Reels 35mm | 0 | 0 | 5,582 |
| Film Reels 16mm | 0 | 0 | 2,133 |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| | <u>OFFICE</u> | <u>CABINETS</u> |
|----|---------------|-----------------|
| | Commo. | 1 |
| | OCD | 1 |
| | OCI | 1 |
| | ORR | 1 |
| ** | OSI | 2 |
| * | DD/P | 31 |
| | | 37 |

3. ACTIVITY OF OFFICE PROGRAMS

| | |
|---|------|
| A. Total Offices | 20 ✓ |
| 1. Number of Offices Depositing | 19 ✓ |
| 2. Number of Offices Not Depositing | 1 ✓ |
| (Audit Office - Letter of Exception 5 Feb '52) | |
| B. Number of Offices With Established Schedule | 10 ✓ |
| C. Number of Offices in Which Schedules Are To Be Established | 9 ✓ |
| D. Offices Depositing This Week | 6 ✓ |
| E. Offices Delinquent in Depositing | 1 ✓ |

Director's Office - No deposit since 18 June 1954

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.